

DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Record)
<u>PRINTING &amp; REPRODUCTION DIVISION</u>							
<u>PLANT SERVICES BRANCH</u>							
<u>BINDERY SECTION</u>							
Bindery Worker	LB-7	447.09					
Bindery Worker	LB-7	447.10					
Bindery Worker	LB-7	447.11					
<u>SPACE, MAINTENANCE AND FACILITIES DIVISION</u>							
<u>BUILDING MAINTENANCE AND UTILITIES BRANCH</u>							
<u>TELEPHONE SECTION</u>							
Telephone Operator	GS-382-4	136.22					
Clerk Typist	GS-322-3	213					
<u>MOTOR POOL BRANCH</u>							
Truck Drvr-Hvy Duty	WB-9	64.12					
<u>RECORDS SERVICES DIVISION</u>							
<u>MACHINE RECORDS BRANCH</u>							
<u>SPECIAL PROJECTS SECTION</u>							
Tab Equipment Operator	GS-359-4	336.08					
Tab Equipment Operator	GS-359-4	336.09					
<u>REPLACEMENT POOL</u>							
Title, Series, and Grade Not Established		301					
	through	317					
		418					
	through	422					

In accordance with memo dated 8 June 1953, ADD/A; memo dated 8 July 1953, Chief, General Services. This action decreases the T/O Strength by 30 positions.

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**APPROVAL**

T/O Strength

25X9A2

reco  
rece

The T/O changes listed above are hereby approved. Please make changes on office [redacted] until new machine printed T/O page(s) is [redacted]

Chief, Class. & Wage Div.

TITLE

Approved For Release 2000/04/14 : CIA-RDP78-03568A000600020009-4

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Assistant Director (Personnel)

DATE: 8 July 1953

FROM : Chief, General Services Office

SUBJECT: Change in Table of Organization Authorization

1. Reference is made to memorandum from the Acting Deputy Director (Administration) dated 8 June 1953, advising of an adjustment in the Table of Organization for the General Services Office to a revised total of [REDACTED] positions.

25X9A2

2. In compliance with above mentioned memorandum, this is to advise that the 30 positions to be eliminated from the T/O are the following:

<u>Slot No.</u>	<u>Grade</u>	<u>Title</u>
<u>Printing and Reproduction Division</u>		
<u>Plant Services Branch</u>		
<u>Bindery Section</u>		
447.09	LB-7	Bindery Worker
447.10	LB-7	Bindery Worker
447.11	LB-7	Bindery Worker
<u>Space, Maintenance and Facilities Division</u>		
<u>Building Maintenance and Utilities Branch</u>		
<u>Telephone Section</u>		
136.22	GS-382-4	Telephone Operator
213	GS-322-3	Clerk-typist
<u>Motor Pool Branch</u>		
64.12	WB-9	Truck Driver (Heavy Duty)
<u>Records Services Division</u>		
<u>Machine Records Branch</u>		
<u>Special Projects Section</u>		
336.08	GS-359-4	Tab Equipment Operator
336.09	GS-359-4	Tab Equipment Operator

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<u>Slot No.</u>	<u>Grade</u>	<u>Title</u>
<u>Replacement Pool</u>		
301		Title, Series, and Grade Not Established
302		
303		
304		
305		
306		
307		
308		
309		
310		
311		
312		
313		
314		
315		
316		
<u>317</u>		
418		
419		
420		
421		
422		

30 - Total positions to be deleted.

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